



# Small Cities Council Meeting Summary

Wednesday, March 29, 2023 | 9:00 AM  
Jacksonville Community Center  
*Approved April 26, 2023*

Meeting PowerPoint slides available at <https://metroplan.org/small-cities-council>

## SCC Members Attending

- |                              |                                            |
|------------------------------|--------------------------------------------|
| 1. Mayor Mike Kemp, Chair    | City of Shannon Hills                      |
| 2. Mayor Clyde Crookham, Jr. | City of Haskell                            |
| 3. Mayor Sammy Hartwick      | City of Greenbrier                         |
| 4. Mayor Crystal Herrmann    | City of Alexander                          |
| 5. Mayor Danny Hester        | City of Mayflower                          |
| 6. Mr. Keith Keck            | Hot Springs Village                        |
| 7. Mr. Randy McKenzie        | City of Austin                             |
| 8. Mayor Derrick Rainey      | City of Wrightsville                       |
| 9. Ms. Nicci Rummel          | City of Ward City Clerk                    |
| 10. Ms. Shalada Toles        | City of Cammack Village City Administrator |
| 11. Mayor Stephanie White    | Town of Keo                                |

## Additional Attendees

- |                        |                                               |
|------------------------|-----------------------------------------------|
| 10. Mr. Richard Weaver | City of Greenbrier Councilmember              |
| 11. Ms. Leigh Ann Pool | Central Arkansas Planning & Development Dist. |
| 12. Ms. Conya Spencer  | Central Arkansas Planning & Development Dist. |
| 13. Ms. Tanya Childers | Central Arkansas Planning & Development Dist. |

## Metroplan Staff

- |                           |                   |
|---------------------------|-------------------|
| 13. Mr. Casey Covington   | Interim Director  |
| 14. Ms. Bernadette Rhodes | Community Planner |

## 1. Call to Order & Welcome

Mayor Kemp called the meeting to order at 9:00 a.m. He welcomed participants and asked participants to introduce themselves.

## 2. Introductions & Announcements

After introductions, Mr. Covington welcomed representatives from CAPDD, Central Arkansas Planning and Development District, and invited Leigh Ann Pool to speak to the group about CAPDD's services. Ms. Pool shared that CAPDD writes grants for local jurisdictions, including FEMA grants, Community Development Block Grants, EDA grants, economic development programs, parks, trails, and other state and federal grants for communities. She encouraged communities to contact CAPDD

with any grant writing needs. There is no upfront cost for the grant writing. CAPDD includes an administration cost in awarded grant budgets that covers CAPDD's cost.

Mayor Kemp shared an effective citizen communication strategy – printing the city's newsletter on the back of water bills. The City of Shannon Hills switched to 8.5x11" paper bills with an automatic envelope stuffer to allow for extra space for the newsletter.

Mayor Kemp also spoke about Shannon Hill's upcoming Easter Egg Hunt, which is organized by the Police and Fire departments with the help of local sponsors. He encouraged cities to host at least one community event each month.

### 3. Summary of Previous Meeting

Ms. Toles asked to be added to the attendee list for the February 22<sup>nd</sup> meeting. Ms. Rhodes made the change. Mayor Hester made a motion to approve the summary of the February 22, 2023 meeting. Mayor Hartwick seconded the motion. The motion passed unanimously.

### 4. UDO Questions & Discussion

Topics raised were:

- **Food Trucks:** How cities should permit food trucks on private property. Cities shared they do not allow permanent water hookups. Food trucks should be required to post Health Department and state sales tax permits, as well as an A&P permit if required in the city. Many cities require \$1 million in commercial liability insurance. It is not necessary to have city named on the insurance policy. Ask vendors for their COI (certificate of insurance). Some cities and events require workers' compensation insurance.  
In the UDO, food trucks are in the Permitted with Conditions category, which means they are allowed by right in certain zones if the vendor fulfills the pre-defined conditions. Many cities allow food trucks to use a power hookup instead of a generator. Some cities require food trucks to have access to a permanent restroom within 500 feet of the food truck. Sales tax is remitted by the vendor to the state directly. The state remits the applicable taxes back to the county and local governments.  
Food trucks should apply for a business license like any other business establishment, which is how the conditions of operation are enforced. Some cities allow reciprocity for business licenses since many vendors serve multiple cities.
- **Fences:** Allowable materials – define better and make more uniform regulations between zones. If a non-compliant fence is damaged, is it allowed to be replaced? Who is responsible for shared fences? Ms. Rhodes will provide guidance.

It was emphasized that in all matters, consistent decision-making and enforcement are key.

### 5. The Application Process under the UDO

This item was skipped due to time constraints.

### 6. General Discussion

- **Flooding issues:** Challenge to find public funding to address. CAPDD can be a resource for FEMA funds.
- **SBI 97 – Regulation of Short-Term Rentals:** The bill was amended to allow cities to regulate and require a permit for STRs, but not limit their number. [Note: Following the

meeting, SBI 97 was rejected by the Arkansas House Committee on City, County, and Local Affairs and did not proceed to a vote.]

- **“Shareworthy” Article on Parking (link below):** The article has relevance to the UDO, since the UDO does not require a minimum number of parking spaces for any development.

## 7. Preview of Upcoming Meetings

Ms. Rhodes encouraged members to submit any topics they would like to cover in future meetings. She invited attendees to stay for the 10:00 AM Board of Directors meeting and shared that the April Metroplan meetings will be held on Wednesday, April 26, 2023. The location will be announced.

## 8. Adjourn

Mayor Hartwick made a motion to adjourn. Mayor Hester seconded. Mayor Kemp adjourned the Small Cities Council meeting at 9:50 AM.

## 9. Shareworthy

The agenda featured an article from the *Arkansas Democrat-Gazette* named “Cities hit the brakes on parking lot requirements.” [www.tinyurl.com/hitbrakesonparking](http://www.tinyurl.com/hitbrakesonparking)

The United States has about 2 billion parking spots, according to some estimates — nearly seven for every car. In some cities, as much as 14% of land area is covered with the black asphalt that engulfs malls, apartment buildings and commercial strips. But paving over paradise, to paraphrase Joni Mitchell, is now being blamed for a number of societal woes, including the housing crisis, climate change and the rise in fatalities among pedestrians and cyclists. Some cities reduced minimum requirements; others did away with them altogether; and still others went so far as to set parking maximums. Overturning the requirements is not the only way parking lots are being refashioned. There have been efforts to landscape them with plants to absorb rainfall rather than letting it run off, which can cause flooding. The greenery can also reduce heat radiating from the asphalt. Some lots have been transformed into parks, while others are topped with solar panels to provide power as well as shade.